

UNITED STATES DEPARTMENT OF AGRICULTURE

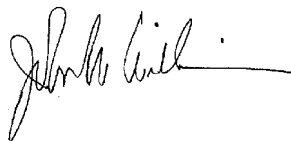
Farm Service Agency
Washington, DC 20250

Notice BU-593

For: State Offices

Shared Management Operations and Combination Counties Report (BU-546R)

Approved by: Deputy Administrator, Management



1 Overview

A

Background

3-BU, paragraph 33 and Exhibit 12 require State Offices to annually:

- prepare a consolidated BU-546R on FSA-467
- submit FSA-467 to BUD by the 10th workday of October.

B

Purpose

This notice:

- extends the due date for State Offices to submit the annual BU-546R for FY 2000
- requests FY 2001 monthly report.

2 Monthly Report

A

Background

Because of County Office reorganization and relocations, it has become necessary to closely monitor shared management operations and combined County Offices.

This information is essential to keep an accurate record of headquarters, full- or part-time suboffices, and closed County Offices. The records are used to update County Office combinations and decombinations for transmission of the County Office Work Measurement Reports. The records are also used for annual reporting to OMB and congressional inquiries.

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Disposal Date	Distribution
October 1, 2001	State Offices

Notice BU-593

2 Monthly Report (Continued)

B FY 2001 Monthly Report

Beginning December 2000, State Offices shall:

- prepare a consolidated BU-546R on FSA-467

Note: BU-546R should include:

- only changes in the status of headquarters, full- or part-time suboffices, and closed County Offices
 - the effective date of County Office changes.
- submit FSA-467 to BUD by the **10th workday of each month.**
-

3 New Workload Process

A Future Request

FY 2000 National County Office Work Measurement Committee approved a study that will allow shared management offices to transmit County Office workload separately. BUD is preparing reporting requirements for FY 2001 County Office workload reporting cycle to incorporate this change. This change:

- **does not alter the requirement for a monthly combined County Office report**
- will require that:
 - County Offices be separated in the workload process
 - closed County Offices be correctly associated with the office where the records are located.

Note: A memorandum will be forthcoming to each State containing instructions for providing BUD with the office structure for this new reporting process.

4 Action

**A
State Office
Action**

State Offices shall:

- prepare the following according to 3-BU, Exhibit 12:
 - a consolidated FSA-467 for FY 2000, which should include all combined County Offices
 - FY 2001 monthly reports which should include only changes
- regardless of any anticipated changes, list only the County Office status as of the last day of each month

Example: September 30, 2000, for FY 2000 year end report.

- send FSA-467 to the Director, BUD, through EDSO, by:
 - **January 15, 2001**, for FY 2000
 - **the 10th workday of each month**, for FY 2001.

Note: The FY 2001 monthly report:

- shall include the information in subparagraph 2 B
- is due January 15, 2001.

Note: Negative reports are **not** required from State Offices when there are no changes.
